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## CHECKLIST FOR THE APPROVAL OF: RENEWALS

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- ☐ Applicable Basic Requirements.
- ☐ Letter from manufacturing stating that product has not changed.
- ☐ Statement from original design engineer that product has not been affected by changes made to the FBC since last approval.
- ☐ Statement from applicant stating that original test reports submitted are not older than eight years.

If the approval document (drawing) being renewed contains references to the South Florida Building Code, then

1. Submit a Product Control Application for Hourly Rate Services, mark the special services box, and reference the file number being renewed.
2. Submit a set of drawings with SFBC references changed to FBC.
3. Engineer's letter listing the FBC related changes made to the drawing, and
4. Any support documentation to justify any other change to the approval document due to effects of the FBC.

If the approval document is being revised to include additional conditions of use, then a revision application and fee shall also be filed.

### Staff Process:

- Renewals to be routed through plans examiners.
- Drawings are to be stamped with the *revision stamp* if any changes are made to the drawing.

